



Local Area Community Planning Groups are developing local consultation diaries, gathering information about what consultations are currently underway and what consultations are being planned.

The Consultation Diaries will provide an overview of all the consultation being done in Argyll and Bute. This will allow Local Area Community Planning Groups to become more aware of the volume of consultation that are being undertaken by community planning partners. It also means we can access the results of a consultation that might help us plan our work. If we are planning a consultation, we can check the diary to avoid clashing with another consultation. We can also use the diary to make contact with people who have recent experience of consulting to talk over the methods they used and any learning points they can share with us.

We would like to know about

1. **Proposed Consultations** - those planned for the future
2. **Current Consultations** - those consultations that are happening now
 - Local (consultations at LACPG or even more local level)
 - Argyll and Bute Wide
 - Organisational but with potential Argyll and Bute outcomes
3. **Recent Consultations** - those that have happened recently. Even if they have been completed we can add them so that anyone planning a consultation can see if something similar has been conducted recently. It can also indicate if and when a report will be produced and where to get a copy. Any outcomes or changes that have resulted from it can also be highlighted here.

If we are able to get web links for the consultations more detailed information about that consultation could be accessed. If web links can't be established we would look for a brief description of the consultation which should include the name and phone number of someone you can contact for further information or discussion.

If you are organising a consultation, please fill in this form, either electronically or on paper, then email or post the completed form to:- eileen.wilson@argyll-bute.gov.uk

Eileen Wilson
Community Planning Manager
25 West King Street
Helensburgh
G84 8UW

Please complete a separate form for each consultation exercise.

ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP CONSULTATION DIARY ENTRY

A. Key Points

A1. Title of consultation

A2. Purpose of consultation

A3. Key contact person for the consultation

Name

Council Service / Partner organisation

Telephone number

Email

A4. Approximate start date (dd/mm/yy)

A4. Approximate end date (dd/mm/yy)

A5. Are you carrying out the consultation as part of a statutory process? Yes No

A6. When do you expect to give feedback on the consultation (dd/mm/yy)?

B. Who is consulting?

B1. If you are leading this consultation on behalf of Argyll and Bute Council, please identify the Services within the Council that will be involved in carrying out the consultation (check all that apply).

Chief Executive's Unit

Strategic Finance

 Improvement and HR

Community Services

Adult Care

 Education

Children and Families

 Community and Culture

Development and Infrastructure Services

Roads and Amenity Services

 Planning and Regulatory Services

Economic Development

Customer Services

Governance and Law

 Customer and Support Services

Facility Services

B2. Please list any partner organisations / departments involved in carrying out the consultation:

i.

- ii.
- iii.
- iv.
- v.

B3. If you are leading this consultation on behalf of a Community Planning partner organisation or Partnership please list organisations involved in carrying out the consultation:

- i.
- ii.
- iii.
- iv.
- v.

C. Who are you consulting with?

C1. Which of the following groups will you consult with? (Check all that apply.)

- | | | | |
|----------------------------------|--------------------------|--------------------------------|--------------------------|
| Elected Members | <input type="checkbox"/> | Argyll and Bute Youth Forum | <input type="checkbox"/> |
| Council Officers | <input type="checkbox"/> | Young people / youth groups | <input type="checkbox"/> |
| Voluntary groups | <input type="checkbox"/> | General public / residents | <input type="checkbox"/> |
| Community Councils | <input type="checkbox"/> | Community Planning Partnership | <input type="checkbox"/> |
| Community / Local Forums | <input type="checkbox"/> | Community Planning Partners | <input type="checkbox"/> |
| Third Sector Partnership | <input type="checkbox"/> | Parents | <input type="checkbox"/> |
| Disability Network | <input type="checkbox"/> | Parent Councils | <input type="checkbox"/> |
| Elderly Forum | <input type="checkbox"/> | School pupils | <input type="checkbox"/> |
| Citizens' Panel | <input type="checkbox"/> | Pupil Councils | <input type="checkbox"/> |
| User groups | <input type="checkbox"/> | Service users | <input type="checkbox"/> |
| Tenants / Residents Associations | <input type="checkbox"/> | Potential Service Users | <input type="checkbox"/> |
| Other groups (please write in) | | | |

D. How are you carrying out the consultation?

D1. Please indicate which of the following you will use to publicise your consultation. (Check all that apply.)

- | | | | |
|-------------------------|--------------------------|------------------------------------|--------------------------|
| Articles in newsletters | <input type="checkbox"/> | Posters / flyers | <input type="checkbox"/> |
| Information sheets | <input type="checkbox"/> | Presentations | <input type="checkbox"/> |
| Letters | <input type="checkbox"/> | Press release | <input type="checkbox"/> |
| Website | <input type="checkbox"/> | Press advert | <input type="checkbox"/> |
| Libraries | <input type="checkbox"/> | Service points / community centres | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

D2. If you have checked 'other', please give details:

D3. What consultation methods do you intend to use? (Please check all that apply)

- | | | | |
|-------------------------------|--------------------------|---|--------------------------|
| Community visioning | <input type="checkbox"/> | Survey – face to face | <input type="checkbox"/> |
| Customer comment card / slips | <input type="checkbox"/> | Survey – telephone | <input type="checkbox"/> |
| Exhibition | <input type="checkbox"/> | Survey – postal | <input type="checkbox"/> |
| Focus groups / workshops | <input type="checkbox"/> | Survey – online | <input type="checkbox"/> |
| Public meeting(s) | <input type="checkbox"/> | Web-based discussions | <input type="checkbox"/> |
| Participatory appraisal | <input type="checkbox"/> | Individual interviews | <input type="checkbox"/> |
| Circulating documents | <input type="checkbox"/> | Conference | <input type="checkbox"/> |
| Opinion poll | <input type="checkbox"/> | Partnership approach / ongoing dialogue | <input type="checkbox"/> |
| Other (please write in) | | | |

E. Consultation events

E1. Are you planning any events as part of this consultation? Yes No

E2. If you are planning events, please briefly describe their number and types.

Number of planned events	
Type of events	

When you know dates and locations of the events, please give your LACPG contact the details so that these can be entered into the events diary.

F. Geographic areas covered

F1. Which parts of Argyll and Bute will the consultation cover? (Tick all that apply)

- | | | | |
|-------------------------------------|--------------------------|------------------------|--------------------------|
| Argyll and Bute wide | <input type="checkbox"/> | Helensburgh and Lomond | <input type="checkbox"/> |
| Mid Argyll, Kintyre and the Islands | <input type="checkbox"/> | Bute and Cowal | <input type="checkbox"/> |
| Oban, Lorn and the Isles | <input type="checkbox"/> | Other | <input type="checkbox"/> |

F2. If you have said that the consultation will cover 'other' areas, please give details:

G. Feeding back the consultation results

When you have written a final report for the consultation, please send an electronic copy to your LACPG contact(s) for distribution.

Thank you for completing this form.

Please send it to:

eileen.wilson@argyll-bute.gov.uk

Eileen Wilson

Community Planning Manager

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